
SITE AND FOOD SERVICE



Section SF

STANDARDS FOR CAMP ACCREDITATION

Site, facilities, and food service create a vital backdrop for all activities. This section provides industry-driven standards to assure that facilities are safe, well-maintained, and inviting. In addition, these standards contribute to promoting the health and well-being of all who participate.

APPLICABILITY

Whether the camp program is held on a site that is owned, rented, or leased, the program operator must be certain that provision has been made for the items in this section. The standards in the Site and Food Service section are scored only for camps utilizing a base camp. They are not scored for exclusively trip or travel camps or day camps with no base camp that are held each day on a different site.

When a camp program seeking accreditation is using or renting/leasing from a camp with ACA accreditation, the Site and Food Service standards *DO NOT* need to be scored again. However, information must be provided on the score form that identifies the camp whose accreditation is being relied upon. All other applicable sections of the standards must be scored specifically for the camp program seeking its own accreditation.

Standards are not intended to be applied to homes or buildings that are on camp property and are used solely as private residences of staff, or are not accessible to campers, user groups, and staff. Even when the site standards are not scored, camps should consider the requirements of these standards when choosing locations for a camp program.



Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

Foundational Practices Related to Site and Food Service Include:

- Use of appropriate pesticides and herbicides
- Erosion control
- Sewage disposal
- Laundry facilities
- Shelter in inclement weather
- Enclosed dining facility
- Separate facilities for staff time off
- Use of nonowned sites for programs
- Menus
- Food-service staff dress
- Accommodation for persons with disabilities
- Toilet facilities
- Hand-washing ratios
- Toilet privacy
- Pit and chemical toilets
- Shower ratios
- Playgrounds



SITE

The physical setting of the camp operation is an integral part of the total camp experience. While personnel and program are critical to meeting objectives for camper development in a healthy atmosphere, the site and its facilities also make an important contribution to the overall experience and the safety of participants.



SF-1 EMERGENCY EXITS

MANDATORY (ALL)

Are all buildings used for sleeping constructed or equipped with the following safety features:

SF-1A: At least one emergency exit in addition to the main door or entrance? YES NO

SF-1B: A direct means of emergency exit to the outside from each sleeping floor not at ground level? YES NO

SF-1A and SF-1B do not apply if campers, staff, or user groups never stay overnight in buildings.

SF-1B does not apply if all sleeping quarters are at ground level.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact, regardless of season. Depending on the structural design and use, yurts and RVs may need an emergency exit and this standard would apply. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

In Standard SF-1A, emergency exits should be located opposite from entrances so they could be used if the main entrance is blocked. "Emergency exit" does not imply a particular structure or evacuation device but means a quick, safe, readily available alternative exit. State or local fire officials or insurance underwriters may provide guidance about acceptable escape plans. Windows with screening could be considered emergency exits if occupants are informed of procedures for an easy and safe escape. Emergency-exit needs of persons with disabilities should be considered. Ground-level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation for all persons. In split-level buildings that have ground-level access on only one side, emergency exits from upper-level sleeping quarters must facilitate quick, safe evacuation of all persons in case the ground-level exit is blocked. In Standard SF-1B, "to the outside" means that either the escape goes to the outside of the building or to an enclosed stairway that exits directly to the outside at ground level.

It should be noted that this standard does not suggest or imply that emergency exits are inappropriate for structures not included in this standard. However, they are not required universally because of the wide diversity of such shelters.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected sleeping areas, particularly those facilities with sleeping areas not on the ground level.

SF-2 CARE OF HAZARDOUS MATERIALS

MANDATORY (ALL)

Does the camp require that gas and liquid flammables, explosives, livestock medications, and other hazardous materials be:

- Handled only by persons trained or experienced in their safe use and disposal, and stored appropriately:
 - ✓ With access limited to trained persons,
 - ✓ In closed, safe containers that are plainly labeled as to contents, and
 - ✓ In locations separate from food?

YES NO

INTERPRETATION: Liquid flammables include gasoline, kerosene, and other liquid fuels. Poisonous materials include cleaning agents, insecticides, weed killers, or other substances labeled as poisonous.

This standard deals with all livestock medications. Medications used for livestock are often very potent due to the size of the animals for which they are developed. Such medications may be flavored or scented so that animals are more receptive to their use. To avoid accidental ingestion, campers should not have access to these items.

Individuals who are learning, under the direct supervision of trained personnel, to use flammable or hazardous materials are in compliance with the standard. Protective equipment, such as gloves and masks, must be provided when appropriate. Limiting access, to trained persons may include storing materials in areas that are off-limits to all except designated staff; or storing materials in locked buildings, rooms, cabinets, or containers; or training all participants on correct handling of certain materials such as kerosene for lanterns or bleach for cleaning. Whether stored in the same room or at different locations, it should be evident that hazardous materials can clearly be identified from other substances such as canned or boxed food. Directors may want to check with local officials for other recommendations concerning storage and handling of flammable or poisonous substances. Such local officials might include fire officials, insurance underwriters, and Occupational Safety and Health Association (OSHA) staff.

"Safe disposal" may include information on proper disposal of containers and substances, as well as procedures for spills of toxic or poisonous substances. Material Safety Data Sheets (MSDS), available from suppliers and manufacturers, provide information on safe handling and disposal of hazardous materials. Directors should be aware of local OSHA regulations regarding the availability and use of the MSDS.

Large, easily-recognizable, above-ground tanks such as propane or gas tanks do not need special labeling. The intent of labeling is to prevent accidental, inappropriate use of flammable or poisonous substances.

Does not apply if no flammable, explosive, poisonous materials, or livestock medications are used or stored on-site.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on storage and use of hazardous materials.

COMPLIANCE DEMONSTRATION: Visitor observation of storage and handling of listed substances; director/staff description of handling procedures.



SF-3 CONTACT WITH LOCAL OFFICIALS

Does the camp make annual contact with applicable local emergency officials to notify them of the camp operation and to verify appropriate emergency-response information? YES NO

INTERPRETATION: Effective crisis-response planning includes prior contact and arrangements with appropriate emergency and rescue personnel. This may include fire, law enforcement, EMS, civil defense, homeland security, forest service, national park or other local officials—depending on the location and risk management issues of the camp and its program sites. Even in locations where the camp is automatically covered by municipal emergency services, the camp should notify officials of the size and scope of the camp operation to assure that the camp’s crisis response plan is consistent with local emergency procedures.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a chart to track contact information and verifications.

COMPLIANCE DEMONSTRATION: Director explanation of annual contacts and process to verify/update emergency response information.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-4 WATER TESTING

Does the camp have written confirmation that all water sources used for drinking or food-preparation purposes currently meet state or federal drinking water standards? YES NO

INTERPRETATION: This standard applies to water that comes from the camp's own wells or reservoir system, not to water provided by municipal or other water authority responsible for its own testing. "Currently" means that in a continuously used water supply, testing should be done at least quarterly. State or local regulations may require testing more frequently based on the state’s Safe Drinking Water Act. If part or all of a camp’s water supply is not continuously used, it is recommended that testing be within 30 days preceding the first use.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of current approved test results.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp is served by a community (public) water supply.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-5 UTILITY SYSTEMS

Does the camp have on-site:

- The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, **and**
- For a nonowned site, the written or posted telephone number of the individual or agency to contact in case of problems? **YES NO**

Does not apply if no utilities are on the site.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Camp staff should have information immediately available to enable them to locate cutoff points in the event of an emergency, as well as for routine maintenance. Information may be obtained from utility companies or suppliers, and from property files. Charts or descriptions should be available for immediate access.

COMPLIANCE DEMONSTRATION: Visitor observation of charts, blueprints, etc.; for nonowned sites, visitor observation of written or posted telephone number of contact person.

WRITTEN DOCUMENTATION IS REQUIRED



SF-6 ELECTRICAL EVALUATION

Does the camp have written evidence that an electrical evaluation is conducted annually by qualified personnel? YES NO

INTERPRETATION: “Qualified personnel” include persons qualified by local statute or regulation, persons with training or experience in basic electrical evaluation, electricians, other appropriately licensed individuals, or camp staff and maintenance personnel with appropriate training.

An evaluation should be conducted in all facilities with electrical service, including the swimming pool, water pumps, living areas for campers and staff, program buildings or program areas, food service and storage areas, maintenance areas, and dining halls. This standard applies to public facilities used for the camp’s base of operation and does not apply to off-site trips.

“Written evidence” may include a receipt, a letter or memo, a log, a dated checklist, a notation signed by the staff, or other written evidence that the inspection took place. Camps that use public facilities such as parks as their base of operations should secure evidence of the electrical evaluation from appropriate authorities.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on electrical evaluation.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of annual evaluation; director/staff description of procedures and qualifications of the personnel used to conduct the evaluation.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if no electrical service is on the site.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



SF-7 MAINTENANCE PROGRAM

Does the camp have written evidence of a system for regular safety inspections and maintenance procedures for buildings, structures, and grounds?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Written evidence" of a maintenance system could include repair-request forms, facility checklists, job descriptions, and written maintenance schedules and procedures. "Grounds" includes activity areas, trails, parking lots, etc.

On a nonowned site, only the areas in immediate use and for which the camp program has jurisdiction need to be evaluated. "Written evidence" could include maintenance procedures from the site owner or operator, or written policies to use only properly maintained sites.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of maintenance program; director/staff description of maintenance procedures.

WRITTEN DOCUMENTATION IS REQUIRED



SF-8 FACILITIES IN GOOD REPAIR

Do inspections and maintenance procedures result in buildings, structures, and activity areas that are in good repair? YES NO

INTERPRETATION: This standard includes all buildings used in camps, such as cabins, platform tents, dining halls, lodges, shelters, program buildings, shower houses, restrooms, and other camp facilities. Examples of structures to be in good repair include railings, porches, steps, floorboards, screens, and doors. Activity areas include pool and dock areas, hiking and ski trails, paths and walkways, playing fields and courts, playground and other recreation and play areas, ropes courses, and overnight sites.

COMPLIANCE DEMONSTRATION: Visitor observation of camp facilities; director/staff description of maintenance procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-9 PLAYGROUNDS

Does the camp staff check all playground apparatus and related areas to verify that they are in good repair for use by campers? YES NO

INTERPRETATION: This standard applies to playgrounds on camp property and off-site. A “playground” is a play area with constructed apparatus in a defined space on which campers swing, climb, slide, jump, and play in an unstructured way. It does not include gymnastics or initiatives in which the individual or group activity is directed, or an open field or a games court. A playground includes a single swing, tire swing, or other “homemade” equipment and the related area to any such apparatus.

Staff should establish a schedule for checking playgrounds used by campers on a regular basis if used daily, or immediately prior to the experience if only used occasionally by campers. The regular checks by staff of playground equipment, on the camp or off-site, should verify, as examples, that all equipment is moving freely, that the structures are sound, that there are no sharp edges or points, and that loose-fill materials are in place on the surface around the playground. Maintenance procedures for playgrounds are outlined in Standards SF-7 and SF-8. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on playground safety and maintenance.

COMPLIANCE DEMONSTRATION: Visitor observation of condition of on-site playground area and equipment; staff description of procedures to check playgrounds used.

Does not apply if the camp does not have a playground or playground apparatus, or never uses an off-site playground.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-10 CLEAN CAMPSITE

Does the camp have maintenance procedures that result in a campsite with clean and sanitary conditions throughout? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard includes garbage and rubbish disposal areas, kitchen garbage disposal systems and area, toilet and septic areas, program areas, and buildings. Regular cleaning, garbage and trash collection, and regular activity to keep the area free of accumulated dirt, grease, and mildew should be evident. Campers or staff may be involved in such routines as long as supervision and necessary protective equipment are provided.

COMPLIANCE DEMONSTRATION: Visitor observation of camp facilities; director/staff description of maintenance and cleaning procedures.



SF-11 POWER TOOLS

Does the camp require power tools:

- Be equipped with necessary safety devices,
- Be in good repair, and
- Be operated only by persons trained and experienced in their use?

YES NO

Does not apply if power tools are not used.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to tools used by participants and staff in program activities, as well as for maintenance. Camps that use volunteer crews for maintenance projects should have procedures to assure proper handling of power tools.

COMPLIANCE DEMONSTRATION: Visitor observation of power tools and their use, where possible; or director/staff description of policy and practices.

SF-12 FIRE EQUIPMENT EVALUATION

Does the camp have written evidence that qualified personnel annually conduct a safety examination of applicable fire equipment in the following areas:

- Smoke detectors, carbon monoxide (CO) detectors, and other detection devices (detailing the location and working condition of each),
- Fire extinguishers (detailing the type, location, and readiness of each),
- Sprinkler systems, fire suppression systems (properly located, in working order), and, fire equipment applicable for use in:
 - Fireplaces, chimneys, and any open fire areas,
 - Storage and use of areas for flammable materials and fuel, and
 - Cooking areas?

YES NO

Does not apply if no fire equipment is needed.

INTERPRETATION: “Qualified personnel” include persons specifically trained and experienced in fire safety and equipment, as qualified by local statute or regulation (e.g., fire inspectors, insurance personnel). This requirement may be met by camp personnel if they possess such qualifications. Different individuals are likely to conduct different aspects of the evaluation.

“Readiness” implies that all fire extinguishers have been inspected and are tagged, dated, and operational. “Written evidence” may include a receipt, a letter or memo, a log, a dated checklist, a notation signed by the staff, or other written evidence that the inspection took place.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on fire equipment evaluation.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of annual evaluations; director/staff description of procedures and individuals used to conduct the evaluation.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED

SF-13 SMOKE DETECTORS

Does not apply if 30% or more of the wall area is screened or open or if the camp has no buildings used for sleeping.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Are all buildings used for sleeping constructed or equipped with smoke detection equipment in working order?	YES NO
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INTERPRETATION: The standard applies ONLY to sleeping quarters located in buildings. "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Depending on the structural design, yurts and RVs may be included in this standard if used for sleeping quarters. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

This standard does not suggest or imply that fire detection and alarm devices are inappropriate for structures not included in this standard. However, these devices are not required universally because of the wide diversity of such shelters. Private residential areas for year-round staff totally independent of camper sleeping areas are not applicable.

COMPLIANCE DEMONSTRATION: Visitor observation and tests of smoke detectors in randomly selected sleeping areas.



SF-14 CARBON MONOXIDE DETECTORS

Are all structures used for sleeping which have fuel-burning equipment within the building equipped with carbon monoxide (CO) detectors in working order? YES NO

INTERPRETATION: The standard applies ONLY to structures that are used for sleeping at any time. The standard applies to all enclosed structures that contain a combustible fuel heat source (which is any kind of fuel that “burns” and does not include electric heat units). Depending on the structural design, yurts, tents, and RVs may be included in this standard if used for sleeping quarters and heated by a combustible heat source. Private residential areas for year-round staff totally independent of camper sleeping areas are not applicable.

A CO detector should be installed on each floor of a building or structure used for sleeping, and within each bedroom if occupants sleep with a closed door. The detector should be installed according to instructions specified with the equipment. The recommendations from the National Fire Protection Association (code 720) and the U.S. Consumer Product Safety Commission regarding the type of detectors to purchase and the most appropriate locations for installation are included in the *ACA Accreditation Standards Resource CD-ROM*.

COMPLIANCE DEMONSTRATION: Visitor observation and tests of CO detectors in randomly selected buildings of all types.



Does not apply if 30% or more of the wall area is screened or open or if the camp does not have structures for sleeping.

Does not apply if no fuel-burning equipment is present.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-15 PERMANENT SLEEPING QUARTERS

Do permanent sleeping quarters provide:

- A means for ventilation and temperature control,
 - At least 30 inches between sides of beds, and
 - Adequate space to provide freedom of movement and allow exit in an emergency?
- YES NO

Does not apply if the site has no permanent sleeping quarters.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Permanent sleeping quarters" refers to buildings, cabins, platform tents, covered wagons, yurts, RVs, etc., that remain in a fixed location and are used as primary residences for campers, staff, or user groups. Temporary shelters, such as tents used for overnight camping and backpacking, would not be subject to this standard.

Ventilation and temperature control may be by natural or mechanical means (e.g., windows, fans, vents, heating or cooling systems), depending on the climate and clientele. For example, air conditioning is not an expectation for summer youth camps, but heating is necessary in northern areas in the winter.

Beds separated on one side by less than 30 inches but having a fixed partition between them that prevents sneezing or coughing on others is acceptable for this standard. "Adequate space" means occupants can move to and from beds without major obstacles and can exit without moving luggage or furniture. State regulations range from 30-to-50 square feet of floor space required per person.

When persons with restricted mobility are served, the arrangement in sleeping quarters should consider the functional space required for wheelchairs and other devices. The standard established by the Americans with Disabilities Act Accessibility Guidelines (ADAAG) is a minimum of 36 inches between beds and for paths of travel within the room, and clear floor space at least 4 feet by 4 feet (4' X 4') to allow wheelchairs to turn. The norm established by the American National Standards Institute (ANSI) is 50 square feet per person using a walker and 60 square feet per person using a wheelchair. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for product safety websites.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected sleeping quarters throughout site.

SF-16 BUNK GUARDRAILS

Does the camp require that upper bunks used by children be equipped with guardrails? YES NO

INTERPRETATION: Upper bunk beds shall have a guardrail on each side of the bed if not secured against the wall. When a bed is secured against a wall that spans the length of the bed with no gap between the wall and bed frame and the bed cannot be removed from the wall without the use of tools, an equivalent level of safety is provided by installation of a guardrail only on the nonwall side of the bed. Guardrails shall be attached so that they cannot be removed without either intentionally releasing a fastening device or applying forces sequentially in different directions. It should be noted that deep-box bunk beds with box edges at least 5 inches above the top of the mattress meet the expectation of this standard.

To prevent entrapment or choking, the Consumer Product Safety Commission (CPSC) recommends that the bottom of the rail be no more than 3.5 inches from the top of the bed frame, and that the top of the rail be at least 5 inches above the top of the mattress.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information regarding recommendations from the CPSC.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected sleeping areas using bunk beds.

Does not apply if no bunk beds are used or if bunks are used only by persons 16 and older.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



SF-17 HAND-WASHING FACILITIES

Are hand-washing facilities adjacent to toilets and readily available in areas where food is prepared and consumed? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: A “hand-washing facility” is a supply of soap and fresh water *OR* the availability of waterless, hand-sanitizing products. “Where food is prepared and consumed” includes areas used for regular meals (e.g., dining hall, self-cooking cabin, cookout area, etc.), as well as locations for occasional and informal consumption of food, such as picnics, snacks, barbeques, etc. The recommended ratios of hand-washing facilities to toilets are noted in the Foundational Practices.

COMPLIANCE DEMONSTRATION: Visitor observation of hand-washing facilities in relation to randomly selected toilet facilities, hand-washing areas, and eating location; director/staff explanation of procedures for locations without access to water.

SF-18 HOT-WATER CONTROLS

To prevent scalding, does the camp regulate the hot-water temperature by means other than individual adjustment at the taps of bathing, showering, and hand-washing facilities? YES NO

Does not apply if no hot water is available.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Hot-water temperatures may be regulated by thermostatically controlled temperature-regulating valves (considered to be the safest method) or properly adjusted mixing valves (provided the cold-water source is not subject to variations in pressure).

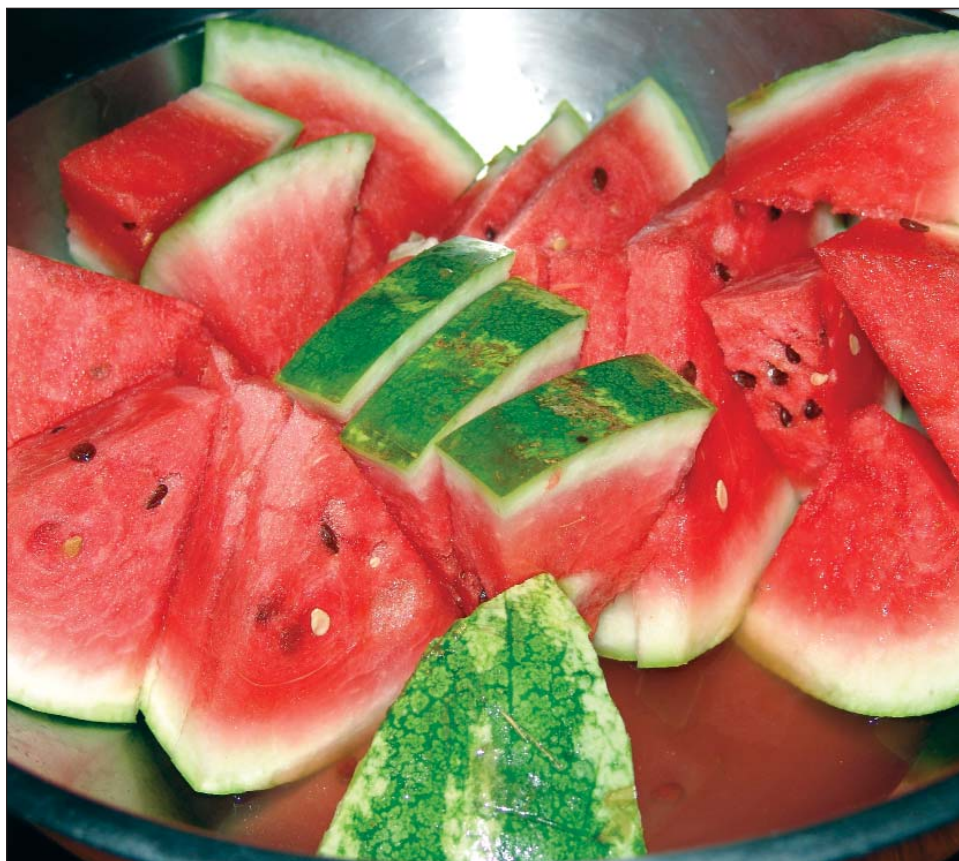
A safe maximum water temperature at the tap is frequently established at 110°F. Camps may wish to consult with local health officials concerning appropriate maximum temperatures to avoid scalding and appropriate regulating methods. Temperature adjustment at the water heater itself may not be recommended since the water heater needs to be kept at higher temperatures to prevent possible bacteria growth or to provide hot water for dishwashers, etc.

COMPLIANCE DEMONSTRATION: Director description of techniques in use; visitor hand testing water at randomly selected taps.

FOOD SERVICE

The Food Service standards are intended to be applied to the camp's regular food-service system in day camps, resident camps, short-term resident programs, and user groups for whom the camp provides meals, whether centralized in a dining hall(s) or decentralized in living units. If someone other than the camp prepares the meals, the Food Service standards would be scored if the camp is responsible for storage, serving, and cleanup of food, or if the camp is the sole user of the on-site services (as opposed to being one of many groups served as in a restaurant or dorm). However, even when the food service standards are not scored, camps should consider the requirements of the Food Service standards in contracting with appropriately licensed services and verifying their practices.

Day camps in which campers and staff normally bring their own lunches and that have only occasional cookouts or serve only drinks or snacks are required to score only Standards SF-19 through SF-21. When user groups use camp facilities to prepare their own meals, Standards SF-19 through SF-21, and SF-27 and SF-28 are required to be scored.



SF-19 FOOD-SERVICE AREAS

Are food-preparation and storage areas free from accumulated dirt and grease and protected from rodents and insects? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Food-preparation and storage areas should be kept clean for health purposes. To protect from rodents and insects, screens or doors should be used. Stored food should be kept off the floor or in properly sealed containers.

COMPLIANCE DEMONSTRATION: Staff explanation of procedures; visitor observation of food-preparation and storage areas.



SF-20 REFRIGERATION

Does the camp ensure proper storage of potentially hazardous foods at 40°F or below by:

- Providing thermometers for all mechanical refrigeration units, and
- Monitoring temperatures for each mechanical refrigeration unit:
 - ✓ In camp-staffed facilities, by maintaining a written record of temperatures noted and initialed daily when the facility is in use, or
 - ✓ In facilities used by user groups, by instructing group to check temperatures, and
- Notifying appropriate personnel if the temperature exceeds 40°F ?

YES NO

INTERPRETATION: "Potentially hazardous foods" are those foods or ingredients, natural or synthetic, in a form capable of supporting growth of infectious or toxic microorganisms (e.g., milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea). Such foods should be maintained at temperatures below 40°F or above 140°F. User groups and camp staff should know to whom and how to report temperature problems in refrigerators so that prompt corrective action and alternate storage can be arranged.

This standard applies to all mechanical refrigeration units holding food for staff, campers, or user groups, including the camp kitchen, health center, staff house, unit shelters, or lodges. This standard does not apply to year-round staff residences, or to freezers, ice chests, or coolers.

Even though nonmechanical devices, such as coolers, are not scored in this standard, camps that use ice chests or coolers for cookouts or temporary food storage should consider ways to monitor them for safe temperatures. The camp may also establish procedures that ask families not to send perishable foods in day-camp lunches. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample temperature charts.

COMPLIANCE DEMONSTRATION: Visitor observation of thermometers in refrigeration units, and acceptable temperatures and charts; staff explanation of monitoring procedures and system for reporting and correction.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp does not operate refrigeration units.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-21 GARBAGE CANS

Are garbage and rubbish containers in kitchen and dining areas leak-proof and securely covered or tied when not in use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The main focus of this standard is the temporary storage of food waste in food-service areas prior to its removal to permanent storage areas (e.g., dumpsters, disposal areas away from center, etc.). If garbage and rubbish containers are not leakproof, they must have a nonabsorbent interior.

If user groups are involved in meal preparation and clean-up processes, they should be provided appropriate garbage containers and instructions to keep garbage covered, except during the preparation or clean-up process.

The intent of this standard is to control/prevent the spread of disease by reducing the number of flies or other insects on or around exposed garbage. In instances where camper groups are eating meals in public parks, groups should be responsible for covered/tied garbage in their immediate area, even though they may not have control over park refuse containers.

COMPLIANCE DEMONSTRATION: Visitor observation of garbage storage procedures in food preparation and clean-up areas; director description of instructions to user groups.



MEALS IN CAMP

If meals are *NOT* prepared or served in camp by the camp or by user groups or prepared off-site and/or served only on special occasions by a commercial kitchen for the camp or user group, Standards SF-22 through SF-28 *DO NOT APPLY*. When user groups utilize camp facilities to prepare their own meals, only Standards SF-27 and SF-28 are scored.



SF-22 FOOD-SERVICE SUPERVISOR

Does the camp have written evidence that the food-service supervisor has training or experience in food-service management? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The intent of this standard is to assure that the food-service staff and operation are supervised by person(s) with training or experience in areas such as sanitation, food preparation and protection, hygiene, personnel supervision, and recordkeeping. The camp administrator should have assurances that a contracted food-service company has appropriate licenses and credentials.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation.

WRITTEN DOCUMENTATION IS REQUIRED

SF-23 SANITIZED UTENSILS AND SURFACES

Are procedures in practice requiring food-service staff to:

- Use only clean and sanitized utensils and equipment during food preparation, and
- Clean and sanitize food-contact surfaces after each use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Sanitized utensils" must be cleaned and sanitized according to the guidelines in Standard SF-25. "Food-contact surfaces" refers to anything, including counters, cutting boards, and knives, that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use. Local health authorities can give guidance on the strength and use for sanitizing agents.

COMPLIANCE DEMONSTRATION: Visitor observation of food-preparation process; director/staff explanation of process.

SF-24 FOOD TEMPERATURES

Are food-service staff required to minimize the time that potentially hazardous foods remain in the food temperature danger zone of 40°F to 140°F ?

YES NO

INTERPRETATION: The intent is to help ensure that foods are cooked and held at appropriate temperatures. Food-service staff should take appropriate safety precautions when holding, cooling, thawing, serving, etc., food. Most states establish 140°F as the minimum temperature for holding hot foods, whether in steam tables or on the stove. Camps should have the means and procedures to monitor temperatures periodically in the main food-service operation.

COMPLIANCE DEMONSTRATION: Visitor observation of food preparation and holding process; staff explanation of procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-25 DISHWASHING

Does the camp require that dishes and food-service utensils be washed and sanitized after each use according to the following procedures:

- For mechanical dishwashers:
 - ✓ Wash water is at least 100°F, and
 - ✓ Rinse water is at least 180°F verified by daily written documentation while in use, or an approved chemical sanitizer is used as directed;
- For dishes and food-service utensils washed by hand:
 - ✓ Wash and initial rinse temperatures are at least 100°F, and
 - ✓ A second-rinse process is used with an approved chemical sanitizer?

YES NO

INTERPRETATION: "Food-service utensils" include dishes, silverware, and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second-rinse requirement. The *ACA Accreditation Standards Resource CD-ROM* includes a sample chart for daily monitoring of dishwasher-rinse temperatures. Job descriptions or procedures should specify who has responsibility for monitoring temperatures.

COMPLIANCE DEMONSTRATION: Visitor observation of dishwashing and sanitizing process and charts; staff description of procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED

SF-26 DISH DRYING AND STORAGE

Does the camp require that all dishes and food-service utensils:

- Be air dried, and
- Be protected from dust and contamination between use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Food-service utensils" include dishes, pots and pans, silverware, and all other utensils used in the preparation or serving of food. Local health authorities can give guidance on proper storage practices.

COMPLIANCE DEMONSTRATION: Visitor observation of dish and utensil drying process; staff description of procedures.



SF-27 FOOD-HANDLING PROCEDURES

Does the camp advise user-group leaders in writing of procedures for use of kitchen facilities that include:

- Using only clean and sanitized utensils and equipment during food preparation,
- Cleaning and sanitizing food-contact surfaces after each use, and
- Minimizing the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F?

YES NO

INTERPRETATION: When user groups prepare and serve their own meals, instructions to help prevent contamination of foods should be posted or provided as part of information concerning use of the camp. "Sanitized utensils" must be cleaned and sanitized according to the guidelines in Standard SF-25. "Food-contact surfaces" means anything including counters, cutting boards, and knives that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use.

The intent of this standard is to help ensure that foods are cooked and held at appropriate temperatures. Persons involved in food preparation should take appropriate safety precautions when holding, cooling, thawing, serving, etc., food. Most states establish 140°F as the minimum temperature for holding hot foods, whether in steam tables or on the stove. Camps should have the means and procedures to monitor temperatures periodically in the main food-service operation.

COMPLIANCE DEMONSTRATION: Visitor observation of posted or written procedures; observation of food-preparation process when possible.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the user group never utilizes camp kitchen facilities for meal preparation.

Applies to:

- **User-group programs**

SF-28 DISHWASHING PROCEDURES

Are user groups advised in writing of appropriate procedures for washing, sanitizing, and drying of dishes and food-service utensils?

YES NO

Does not apply if the user group never utilizes camp kitchen facilities for meal preparation.

Applies to:

- User-group programs

INTERPRETATION: "Appropriate" dishwashing procedures are those that meet the requirements of Standards SF-25 and SF-26. These procedures may be posted or provided in information or orientation materials for user groups.

COMPLIANCE DEMONSTRATION: Visitor observation of posted or written procedures; observation of the dishwashing process when possible.

WRITTEN DOCUMENTATION IS REQUIRED

